

ROCKY MOUNTAIN AREA COORDINATION CENTER



ORIENTATION GUIDE 2016

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Welcome to the Rocky Mountain Coordination Center!

The Rocky Mountain Area Coordination Center (RMACC) is located on the 4th floor of the Bureau of Land Management Colorado State Office on the west side of the Denver Metro Area, in Jefferson County. It is just east of Interstate 70 at the 32nd Ave. & Youngfield St. exit.

Rocky Mountain Area Coordination Center

2850 Youngfield Street

Lakewood, CO 80215

Phone: 303-445-4300

Fax: 303-445-4319 / 4321

Website: <http://gacc.nifc.gov/rmcc/>

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INTRODUCTION

The Rocky Mountain Area Coordination Center (RMACC) is a Geographic Area Coordination Center (GACC). We have responsibility for resource coordination in five states: Colorado, Wyoming, South Dakota, Kansas, and Nebraska. We have ten Interagency Dispatch Centers in the Rocky Mountain Area (RMA). They include:

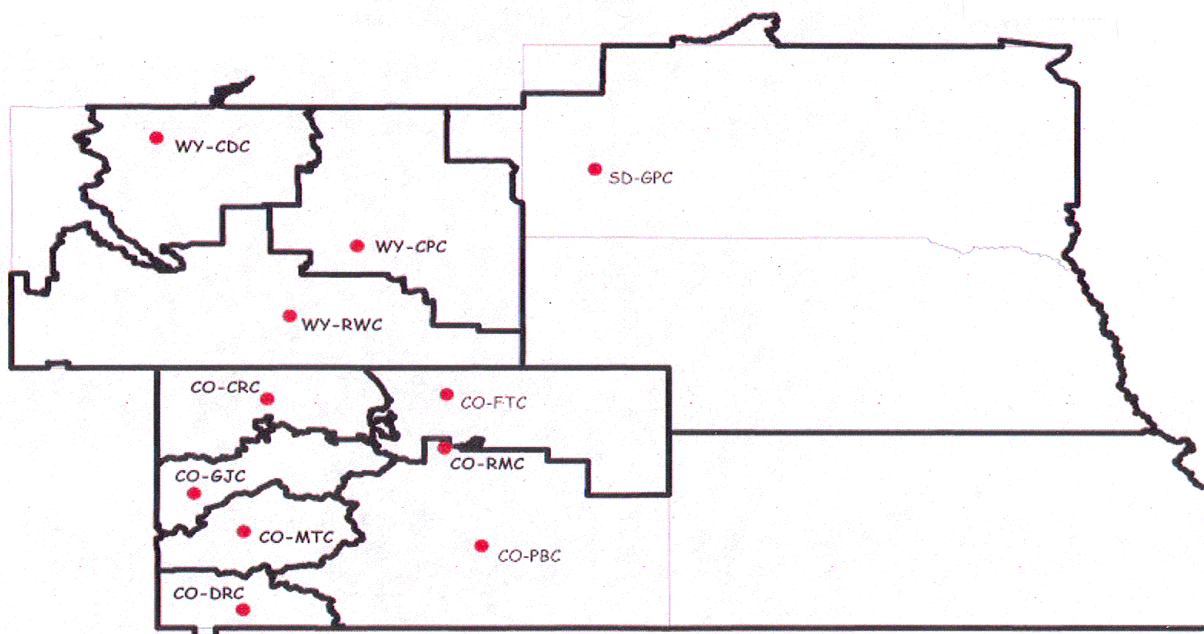
Colorado: FTC - Fort Collins Interagency Dispatch Center
 PBC - Pueblo Interagency Dispatch Center (includes Kansas)
 DRC - Durango Interagency Dispatch Center
 MTC - Montrose Interagency Dispatch Center
 GJC - Grand Junction Interagency Dispatch Center
 CRC - Craig Interagency Dispatch Center

Wyoming: CPC - Casper Interagency Dispatch Center
 RWC - Rawlins Interagency Dispatch Center
 CDC - Cody Interagency Dispatch Center

South Dakota: GPC – Great Plains Interagency Dispatch Center
 (includes Nebraska)

Rocky Mountain Coordination Center Dispatch Centers

CDC = Cody Dispatch Center	GJC = Grand Junction Dispatch Center
CPC = Casper Dispatch Center	GPC = Great Plains Dispatch Center
CRC = Craig Dispatch Center	MTC = Montrose Dispatch Center
DRC = Durango Dispatch Center	PBC = Pueblo Dispatch Center
FTC = Fort Collins Dispatch Center	RWC = Rawlins Dispatch Center
RMC = Rocky Mountain Coordination Center	



The Rocky Mountain Area's cooperating protection agencies include:

Bureau of Indian Affairs (Southwest, Rocky Mountain and Great Plains Regions)
Bureau of Land Management (Colorado, Wyoming and South Dakota)
Fish and Wildlife Service (Mountain-Prairie Region)
Forest Service (Rocky Mountain Region)
National Park Service (Intermountain and Midwest Regions)
State Agencies (Colorado, Kansas, Nebraska, South Dakota and Wyoming)
Local Agency Cooperators (VFDs, Sheriff's Departments, etc.)

The Rocky Mountain Area Interagency Mobilization Guide (RMG) identifies policy and agreements establishing standard procedures that guide the operations of multi-agency/jurisdictional logistical support activities. The RMG is an extension of the National Interagency Mobilization Guide (NMG), Agency Manuals, Handbooks, Directives, and Instructional Memoranda relating to logistical support. The guide is intended to promote uniformity of logistical support communications, facilitate interagency dispatch coordination, and ensure that the most timely and cost effective support services are provided. Dispatch centers supplement the area guide with site-specific information and provide RMACC with a copy of their guides.

MISSION

The principal mission of RMACC is to provide safe, cost effective, and timely response of national and area resources for all aspects of wildland and prescribed fire management activities and other emergency management activities within the RMA. RMACC cooperates with the National Interagency Coordination Center (NICC) in delivery of the national mission. This mission shall be accomplished through planning, situation analysis, needs projection, and activation of emergency resources through interagency cooperation.

UPON ARRIVING FOR YOUR ASSIGNMENT

To access the building during normal business hours (0800-1630) sign in with the security guard. You should present your government ID (if you have one) or a driver's license. The guard will issue you a visitor pass and call RMACC for an escort. If you arrive for your assignment before 0800 or after 1630, be sure to call us upon your arrival so that we can have someone let you in the building. Detailers will be issued a pass card with PIN which will allow them access to the building during the length of their assignment. This will be turned in when you demob.

Before and after business hours, all doors are kept locked. All personnel must be alert to their surroundings while coming to or from the office. If you would like an escort to or from your vehicle, please feel comfortable asking for one! ALWAYS report suspicious persons or activity to your supervisor and/or call 911!!

When you first arrive at RMACC, the Coordinator on Duty (COD) or the Supervisory Dispatcher (EDSP) will show you around the office with focus on locating the following:

- Restrooms
- Lunchrooms
- First Aid kits
- Defibrillator pack
- Fire extinguishers
- Emergency Evacuation Procedures

Also, upon arrival, please provide the COD or EDSP with your cell phone number and the location of your lodging.

If you become ill while on duty, please notify the COD or EDSP immediately. If you cannot come in for your scheduled shift, please call the COD before your shift starts that that we can make arrangements to cover for you. If you feel that your illness or injury will prevent you from staying on your assignment, let the COD know so that your demobilization arrangements can be made.

If you are injured while on duty, please see the COD as soon as possible so that the proper workplace injury reporting procedures can be followed.

All dispatchers will need to read and sign a “Statement of Employee Information Security Responsibilities or Statement of Information Security Responsibilities for Associate Users of Forest Service Systems” annually. A form is included in your briefing packet.

Detailers who have been ordered up as fully qualified resources are generally assigned for 14 days, exclusive of travel. During the summer months, we try to bring in as many trainees as we can in order to give them the experience they need to become fully qualified. In order to accommodate as many as possible, we generally limit the trainee assignments to 7 days, exclusive of travel. In extremely rare cases, you could be extended. This would be primarily if workload requires an extension, and if replacement resources are not available. In the event that the Center Manager requests you to extend, proper approval must be documented by way of the Resource Extension Request form. It is also possible that activity will lessen to the point that we may not be able to justify the continuation of expanded staffing. In the event that we need to release you, we will make every attempt to reassign you to another incident before releasing.

If you didn't do so before leaving for your assignment, take the time to look through both the Rocky Mountain Area and National Mob Guides. In particular, read chapter 10 as well as the chapter which corresponds to the functional area which you will be assigned to. When time permits, continue reading the other sections of the guides.

TASK BOOKS & PERFORMANCE EVALUATIONS

If you are working on an initiated Task Book, please notify the Coordinator or the Supervisory Dispatcher (EDSP) as soon as you arrive so they may assign the appropriate evaluator. At the beginning of an assignment, you will meet with your evaluator to identify outstanding tasks and/or areas for improvement. At the end of an assignment, your assigned evaluator will review the book and sign off any pertinent items. **Make a copy for RMACC and keep your original.**

REMEMBER: BE SURE YOU HAVE YOUR TASKBOOK IN YOUR POSSESSION BEFORE YOU DEMOB!!

RMACC policy is to complete performance evaluations for all detailers. This will be completed at the end of your assignment and will be discussed with you prior to your signature. If you are completing a task book, the evaluation discussion will take place at the same time.

WORKING ATMOSPHERE

We are glad you are here, and if there is anything you need, please let us know. We would like your stay with us to be fun and enjoyable for everyone.

RMACC strives to maintain a professional and service oriented working atmosphere, while still allowing for some informality. We want you to have fun working here, but we also expect you to use common sense and do your assigned job to the best of your abilities. We exist in order to provide support to the field through our local dispatch centers and other geographic areas. Professional courtesy needs to be maintained in all contacts, even if you or the person on the other end of the phone is fatigued or under stress. Interaction with other staff and detailers at RMACC must also be professional and courteous.

We are dedicated to providing a harassment-free work environment, where people treat one another with respect. Physical, verbal/written, and visual/symbolic conduct such as: offensive remarks about race, gender, religion, age, ethnicity, or sexual orientation, inappropriate/personal questions or sexually suggestive comments, offensive T-shirts, cartoons/graphics, etc., will not be tolerated. If you feel that you are being harassed, or that the working atmosphere is becoming uncomfortable for you because of jokes, comments, etc., please tell the person(s) involved to stop the offensive conduct. If that is not effective, please talk to the Coordinator on Duty (COD) or the EDSP.

If you require any special accommodations due to any physical restrictions, please advise the EDSP or the COD with as much notice as possible.

RMACC believes in maintaining a professional and service-oriented working atmosphere while still allowing for some informality. We want you to have fun working here, but we also expect you to do your assigned job to the best of your ability. If you have any questions, don't hesitate to ask.

RMACC deals in sensitive information. Any incident related photographs, updates or public information should not be shared via office or personal electronic devices. This includes posts to Facebook, Twitter, and other social networking sites. To protect your own privacy and the privacy of others, do not disclose personally identifiable information or potentially sensitive incident-related information. Password requests for protected areas on our websites should be directed to the COD or EDSP.

DRESS CODE

In order to maintain a professional atmosphere at the RMACC, we request that visitors and detailers wear casual office-style apparel. With a large group working in a relatively small working space, it is difficult to keep the temperatures comfortable for everyone. We recommend that you bring a sweater or jacket to ensure your comfort. Weekend apparel may be somewhat more relaxed, depending on the activity level.

OFFICE STAFFING

RMACC normal hours of operation are 0800 – 1800 during fire season. However, as activity warrants, RMACC will staff as early and as late as necessary. Please be prepared for extended and/or flexible hours.

The Rocky Mountain Coordination Center has a full-time staff of 12 positions. This includes:

Center Manager	Scott Swendsen
Deputy Center Manager	Glenn Bartter
Assistant Area Coordinator	Rob Juhola
Logistics Coordinator - Aircraft	Amy Baldauf
Logistics Coordinator - Crews	Debbie Bozarth
Logistics Coordinator - Overhead	Bruce Drapeau
Area Dispatcher (Seasonal) - Equipment	Melissa Hunt
Intelligence Coordinator	Marco Perea
RMCG Business Manager/Logistics Dispatcher	Brooke Malcolm
Fire Weather Meteorologist/Program Manager	Tim Mathewson
Fire Weather Meteorologist	Russ Mann
Public Information Officer	

TIMESHEETS

You are responsible for doing your own timekeeping on an Emergency Firefighter Time Report (OF-288). We have an electronic version of the OF-288 located on the RMACC website, following the Admin/Incident Business Management/Casual Hire Information path.

Unless otherwise instructed, the job code listed on your resource order is that to which you will charge your time. Non-local detailers are compensated for traveling from a sleeping facility to the work site and return travel to their lodging at the end of their shift (in 15-minute increments). Lunch breaks (30 minutes) must be shown each day. Your immediate supervisor or COD is authorized to sign this report. Compensable travel time for local support personnel will depend on their duty station.

LUNCH & BREAKS

You may take 30 minutes for lunch and are allowed a 15 minute break every two hours of work on your shift. Lunch breaks will be staggered to allow for continuous floor and desk coverage. We encourage you to take your breaks away from your desk.

When using the refrigerators, microwaves, and/or toasters, please be courteous and remember to clean up after yourself by washing the dish, cup or silverware you used. Label food items to be stored in the refrigerator with your name and the current date. At the end of your assignment you must remove any left-over food from the refrigerator. Do not leave this food hoping that others will have use for it. You will need to certify on your demob checklist that all food has been removed.

LODGING / MEALS / TRANSPORTATION

Area hotels are listed on page 14 of this guide as well as on the RMACC website. If a rental vehicle is authorized it will be stated on the resource order. If you are relying on public transportation, the following link will take you to RTD which provides light rail and bus service to metro Denver. <http://www.rtd-denver.com/index.shtml>

If you are relying on transportation from the airport to your hotel, there are many taxi services available at the airport. However, many detailers rely on a private shuttle service. Super Shuttle can be reached at <http://www.supershuttle.com/>

All government travel card holders are responsible for making their lodging arrangements following their agency procedures. If you require assistance with lodging, contact RMACC.

SOME HOTELS NEAR ROCKY MOUNTAIN AREA COORDINATION CENTER As of 3/08/16

La Quinta
3301 Youngfield Service Road
Golden, CO 80401
303-279-5565
0.5 miles from RMACC

Marriott Denver West
1717 Denver West Drive
Golden, CO 80401
303-279-9100
2.4 miles from RMACC

Candlewood Suites Denver West/Fed Ctr
895 Tabor St
Golden, CO 80401
303-969-9900
2.7 miles from RMACC

TownePlace Suites Denver West/Fed Ctr
800 Tabor Street
Golden, CO 80401
303-232-7790
2.8 miles from RMACC

Baymont Inn & Suites Denver West/ Fed Ctr
11909 West 6th Ave
Golden, CO 80401
303-231-9929
3.0 miles from RMACC

Courtyard Marriott
14700 West 6th Ave Frontage Rd
Golden, CO 80401
303-271-0776
3.3 miles from RMACC

Residence Inn Denver West/Golden
14600 W. 6th Ave. Frontage Road
Golden, CO 80401
303-271-0909
3.4 miles from RMACC

Sheraton Denver West
360 Union Blvd
Lakewood, CO 80228
303-987-2000
3.4 miles from RMACC

Holiday Inn Express & Suites – Wheat Ridge
10101 West 48th Avenue
Wheat Ridge, CO 80033
303-424-8300
3.5 miles from RMACC

Hampton Inn/Denver West Fed Center
137 Union Blvd
Lakewood, CO 80228
303-969-9900
4.0 miles from RMACC

Hampton Inn Denver West Golden
17150 W Colfax Ave
Golden, CO 80401
303-278-6600
4.4 miles from RMACC

Holiday Inn Express & Suites Den West/Golden
17140 W Colfax Ave
Golden, CO 80401
303-278-2388
4.4 miles from RMACC

*** RMACC is located at 2850 Youngfield, Lakewood (just east of I-70 & Youngfield)**

The 2016 per diem rates for Jefferson County, in which RMACC is located, are as follows:
Lodging – \$172.00; M&IE \$69.00; Maximum Per Diem Rate \$241.00

LOCAL RESTAURANTS As of 11/25/2015

McDonald's
2881 Youngfield Street
303-238-8671
Fast Food/Burgers

Taco Bell
3050 Youngfield Street
303-232-1409
Fast Food/Mexican

Chili's Grill & Bar
3240 Youngfield Street
303-238-4229
Bar & Grill

Chipotle
3294 Youngfield Street
303-234-1600
Mexican/Grill

Noodles & Company
3294 Youngfield Street
303-232-6688
Noodle Dishes/Soup/Sandwiches

Pizza Hut
3352 Youngfield Street
303-232-1740
Pizza

Purple Ginger Asian Fusion
2610 Youngfield Street
303-237-1133
Asian/Fusion

Dairy Queen
3015 Youngfield St
303-239-9465
Ice Cream/Fast Food

Thai Green & Sushi
3300 Youngfield Street
303-238-8866
Thai/Sushi

Qdoba Mexican Grill
3500 Youngfield Street
303-232-3783
Mexican/Grill

Starbucks
3450 Youngfield Street
303-274-0370
Coffee/Pastries

Subway
3410 Youngfield Street
303-232-7755
Subs/Salads

Tafolino's
2001 Youngfield Street
303-232-5118
Mexican

Wally's Delicatessen
12755 W. 32 Ave
303-232-5660
Sandwiches

Smashburger
3356 Youngfield Street
303-233-2234
Fast Food/Burgers

Denny's
3291 Youngfield Service Road
303-279-6659
Continental/Breakfast

Good Times Burgers
3230 Youngfield Service Road
303-273-9292
Fast Food/Burgers

Tellers Taproom & Kitchen
1990 Youngfield Street
303-237-1002
Bar & Grill

*****More restaurants are located on West Colfax near Colorado Mills Mall. Feel free to ask a local staff member for directions. *****

BRIEFINGS

We hold regular briefings at 1030 (depending on the day) during high activity levels. You may be expected to give us a brief (1-2 minutes) synopsis of the activity on your desk. This would include # of open orders, # of filled orders, # of UTFs, hard to fill orders and anything that may affect the other desks or the office in general. Your supervisor will inform you of the expectations for briefings, which may fluctuate depending on activity.

EMERGENCY MESSAGES AND RELEASES

Handle all emergency releases by telephone and follow through with documentation until the situation is confirmed as resolved. Notify the EDSP or COD immediately of any emergency message. Follow-up confirmation must be obtained. Documentation should be completed on each step of the emergency release and be relayed by phone.

Protect sensitive information at all times! DO NOT share detailed information about the message or nature/reason for the demob with anyone except your supervisor! Minimal information only should be included in the ROSS documentation.

DESKTOP DIRECTORY

You will find most of the tools and information to do your job in the desktop directory. Every desk has a desktop directory that contains two separate sections: general information and desk-specific information. Within each directory, you will find phone directions, speed dial numbers along with other contact numbers, mob guides, unit identifiers, and desk function specific information. Please familiarize yourself with this information prior to beginning your first shift. This directory may also be electronic at your station, and will be located on a flash drive for easy access.

COMMUNICATIONS

TELEPHONE - Our practice is to answer the phones by the second ring. If you are not currently on the phone, it is expected that you will answer the phone and not wait for someone else to get it first. Be professional and polite. Answer by saying "Rocky Mountain Coordination Center, this is (first name)". When taking a call for another functional area, place the person on hold, transfer the call, or take the caller's name and number for the call to be returned. Do not take an order or information for another functional area. The reason for this is that the person in that functional area may have additional information for the person or need to talk to them. Do not place people on hold for too long, but do your best to get the caller to the person they need to talk to as quickly as possible. It could be time-urgent. Phone messages are to be left in the daily log for the appropriate functional area, followed up by a verbal or written message to the recipient.

Home and personal cell phone numbers will not be released to the public. Take the number of the party calling and have the employee call them back.

Irate or angry callers and **all contractors** should be transferred to your supervisor or the Coordinator.

Smoke reports should be plotted on the map, reported to the appropriate dispatch center and logged in the Google Documents form for Smoke Reports. The COD/Supervisor should always be made aware of new smoke reports. Keep in mind that we will receive smoke reports for areas which will be in other GACCs. We treat these with equal importance and will contact that GACC with the same urgency with which we would contact our own area dispatch centers.

Media calls are forwarded to our Public Information Officer at the Incident Information Center (IIC) at 303-445-4322 and logged in the Information tab of the Functional area daily logs.

TELEPHONE OPERATING INSTRUCTIONS

If your desk phone does not have the capability to pick up calls by clicking on the number ringing, Pick up the receiver, press the button that says **MORE**, then **PICK UP**, then **ANSWER**.

To **TRANSFER** a call, press **TRANSFER**, enter the 4 digit extension number, and then **TRANSFER** again. It may take a second or two for the "**TRANSFER**" option to appear on your screen after dialing the extension number. Be patient.

DIALING – We have **speed dialing** for all Dispatch Centers and other frequently used phone numbers. Speed dialing instructions will be located at each station with the speed dial list.

If the number you need to dial is not programmed on the phone, dial direct.

LOCAL phone numbers: dial an "8", the area code (303 or 720), and the number; such as 8-303-275-5738.

LONG DISTANCE numbers: dial a "8 - 1", the area code, and the number; such as 8-1-208-387-5400

* All numbers require the area code (local and long distance)

FAX INSTRUCTIONS

The fax number is 303-445-4319 (incoming) and 303-445-4321 (outgoing).

There are speed-dial capabilities programmed into each fax machine. Position your paper and push the appropriate unit button. There are two fax machines, the text faces down in the dispatch area and the text faces up in the reception area.

Follow up all faxes with a confirmation received/sent phone call.

To use the fax:

Local: 8 - local area code + number

Long Distance: 8 - 1 - long distance area code + number

The backup fax machine (303-445-4321) is in the reception area if the main fax is busy.

COMPUTER INFORMATION

A. To sign on the USFS computers in the RMC office:

1. Touch the mouse and the monitor automatically should come on. If it doesn't, hit any key on the keyboard. (Be patient—with Windows 7 machines it can take a few seconds.)

Press CTRL + ALT + DEL

Click **OK** to the govt. computer security message.

Username = [PC Serial Number]\cormc (the user name should be on a label attached to your computer monitor) (some computers will use a "." In place of "PC Serial Number" before the backslash)

Password = Check with Supervisor as passwords change often.

Domain = Do not use DS; use the domain that ends in (this computer).

B. To turn off computers at night:

1. Go to Start -> Log Off
2. Choose Log Off

C. RMACC Gmail Account

Permanent RMACC staff can access this system. Check with Supervisor for current information.

D. Our computer systems belong to the United States Government, which may be accessed and used only for official government business by authorized personnel. When in doubt, ask.

Please do not change any computer settings unless you are asked to do so by the permanent office staff. Do not change backgrounds, colors, font size, internet home page, etc. We attempt to set up computers consistently in the office.

E. Do not download anything from the internet that is not officially authorized. We wish to minimize the risk of computer viruses infecting the computer systems. This prohibition includes but is not limited to the downloading of music, non-work related files, screen savers and background wallpaper.

PRINTER INFORMATION

There are 2 printers that we normally use in RMC from USFS computers:

RMACC_1 (black & white, double-sided capability)

IBM Infoprint Color 1764 PS3 (color, manual double-sided only)

The Comcast network provides access to 2 printers, accessible after mapping on any computer that is connected (wired or wireless):

Xerox WorkCentre 6505N (color, manual double-sided only)

HP LaserJet 4000 (black & white, manual double-sided only)

ACCESSING OUTLOOK (FS WEBMAIL) – (THIS WORKS ONLY WHILE ON FS NETWORK)

A. Open Internet Explorer

Enter the url: <https://mail.usda.gov>

A Security Alert will appear “You are about to view pages over a secure connection.” Click **OK**.

B. A MS Outlook window will appear. Select “this is a private computer.”

C. At the Domain/user name enter: USDA\username

D. In the password field, enter your USDA Password

E. Then click “Sign In”

ACCESSING BLM NETWORK

Bureau of Land Management dispatchers can access the BLM network via the BLM computer in the aircraft area or conference room.

HEALTH, SAFETY, and BUILDING SECURITY

JOB HAZARD ANALYSIS

It is required for each person who works in our office to review the Job Hazard Analysis (JHA) for RMACC. We must maintain signed documentation that each person has read and understands the Analysis. The JHAs and signature page will be posted on the information wall at the front door.

SMOKING POLICY

The BLM State Office building is smoke-free. There are designated smoking areas outside the building. There is also a picnic table and ash receptacle in the northeast corner of the underground parking garage that has been designated as a smoking area. Smoking is prohibited in courtyards and within 25 feet of doorways and air intake ducts on outdoor space. Please limit groups off the floor for smoking breaks to 1 person at a time to maintain adequate floor/desk coverage levels.

BOMB THREATS

In the event of a bomb threat by phone:

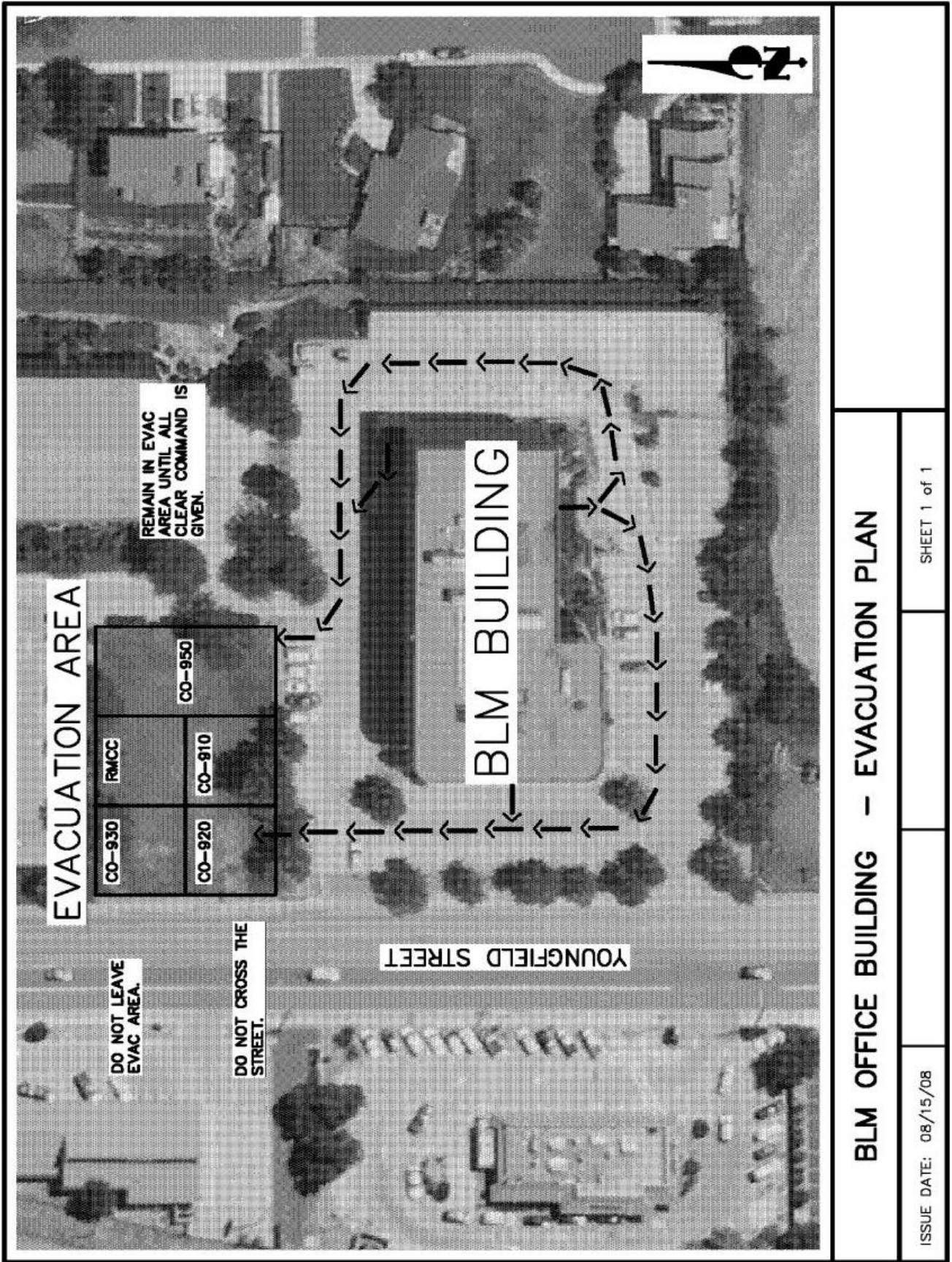
- A. Maintain a calm voice.
- B. Keep caller on the line as long as possible; keep him/her talking. If possible, signal another person to call 8-911 and to notify the security guard downstairs.
- C. Listen to the message carefully; write down word for word, if possible.
- D. Ask the caller to repeat the message and try to determine characteristics of the voice (male, female, accent, background noises, etc).
- E. Ask the location of the bomb and when it is set to go off.
- F. Follow the instructions outlined by this plan in regard to procedures to be followed for evacuation of the building, such as following proper exit routes, etc. (see above).
- G. Once outside, all personnel are to meet on the lot to the north of our building on the grass in front of the REMAX offices.

SEVERE WEATHER

In the event of a tornado warning, we will evacuate to the racquetball court in the basement. We will remain there until the all-clear is given.

EVACUATION INSTRUCTIONS

The next page of this document is a copy of the BLM 4th Floor Evacuation Plan. Also, instructions are located in our desktop directory and are posted throughout the building. **In an EMERGENCY, call 9-911.** Notify the Coordinator on Duty of all incidents. Also notify the security guard downstairs (303-239-3779). The RMACC Floor Wardens are Glenn Bartter (303-445-4301) and Marco Perea (303-445-4303).



**Rocky Mountain Area Coordination Center
Detailer's Center Evaluation**

Please rate the following on a scale of 1-10, with 1 being poor and 10 being outstanding

Orientation to RMACC Score:

RMACC Staff Score:
(Helpfulness, attitude, professionalism)

Responsiveness to questions to Score:
Supervisor/COD

Overall Center Organization Score:

Cleanliness of RMACC Score:

BLM Building Facilities Score:
(Accessibility/restrooms/security)

Hotel Accommodations Score:
Name of Hotel:

Would you recommend an assignment to RMACC to other detailers?
Yes or No (please circle one)

Other comments:

Name (optional)

**Rocky Mountain Area Coordination Center
Demobilization Checkout List**

Resource Name: _____

Incident Number/O number: _____

Demob Date: _____

Checklist:

- _____ Performance Rating and Closeout
- _____ Task Book evaluated (if applicable)

- _____ Building Key Card Returned
- _____ RMACC Center Evaluation completed
- _____ Timesheet completed and signed
- _____ Work Area Cleaned
- _____ Personal belongings collected
- _____ Shift briefing completed
- _____ Released in ROSS
- _____ Travel completed in ROSS
- _____ All items removed from refrigerator

(COD/EDSP will initial each item above to assure completion)